



## Human Resources

DATE POSTED: January 28, 2005

REQ. # 05-029

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position will remain posted for at least five (5) working days from 01-28-05 TO 02-03-05.

DEPARTMENT/DIVISION
<b>PUBLIC WORKS – CODE COMPLIANCE</b>

POSITION AVAILABLE
<b>SENIOR ACCOUNTING CLERK</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$11.65 / hour</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 727**  
**PAY GRADE 12**  
**SALARY: \$11.65 - \$17.74**  
**SENIOR ACCOUNTING CLERK**

**MAJOR FUNCTION:** Advanced clerical and specialized accounting work in compiling, maintaining and verifying diverse statistical, fiscal and bookkeeping records and accounts.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:** **Knowledge:** Thorough knowledge of accounting and expenditure control systems. Also requires a good working knowledge of the procedures of modern office practices, equipment and standard techniques, as applied to the accounting system. **Abilities:** Able to communicate and establish effective working relationships with co-workers, the general public and superiors, both verbally and in writing. Ability to operate office machines including a word processor, electronic spreadsheet program and office communication devices, both phone and fax machine. Ability to plan, organize, prepare meaningful and informational reports, produce special reports and financial documents in a timely manner. Ability to establish effective and informative reporting formats of standard accounts. Ability to exercise dependent judgment in solving most problems that arise with limited supervisory input.

**ESSENTIAL JOB FUNCTIONS:** Performs complex bookkeeping and accounting functions with some supervision and instruction. Conducts pre-audit review of the records by examining, verifying, and reviewing accounts, invoices, bills and purchase orders. Assures each item covered in the pre-audit is properly coded for payment for various accounts and budget line items. Prepares invoices for payment, opens confidential budget mail, verifies amounts due vendors, rectifies receipts with invoices, and assures proper payment amount is due and is paid in a timely manner. Maintains cash receipts, petty cash and statements. Responsible to post revenues as well as receivable in the correct budget account code for future reporting. Must keep accounts, including control and subsidiary ledgers that cover varied financial transactions. Reconciles accounts to subsidiary ledgers. Classifies and makes journal entries. Participates in preparation of the budget and produces periodic budget reports, analysis and evaluation of deviations from budget line expenditures. Attends meetings with other departments and justifies all records reports and ledgers entries for accuracy. Performs other related work as required.

**ESSENTIAL PHYSICAL SKILLS:** Must be able to sit for extended periods. Must be able to stand at various office machines at times. Some lifting of 30 lbs. is required.

**ENVIRONMENTAL CONDITIONS REQUIREMENTS:** Must be able to function in a sedentary position in an air conditioned office.

**WORK HAZARDS:** Eye strain associated with extended use of a CRT screen can be expected.

**EDUCATION:** A high school degree with some post high school advanced course work in modern accounting practices.

**EXPERIENCE:** Four years or progressive and responsible experience in the accounting field with at least one year of which must be maintaining a "double entry" accounting system. A comparable amount of training and experience may be substituted for the minimum qualifications.

**LICENSE, CERTIFICATES OR REGISTRATION:** Must also possess a valid Florida driver's license.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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